

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



July 1, 1998

ALL-COUNTY LETTER NO. 98-41

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE-TO-WORK
COORDINATORS

REASON FOR THIS TRANSMITTAL	
<input type="checkbox"/>	State Law Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Agreement
<input type="checkbox"/>	Clarification Requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by CDSS

SUBJECT: REGULATIONS TO IMPLEMENT THE CALIFORNIA WORK
OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKs)
WELFARE-TO-WORK AND COUNTY PLAN REQUIREMENTS

REFERENCE: ASSEMBLY BILL (AB) 1542, CHAPTER 270, STATUTES OF 1997,
ALL COUNTY LETTER NO. 97-72

Attached are the Welfare-to-Work (WTW) Program and CalWORKs County Plan emergency regulations that are adopted pursuant to Assembly Bill (AB) 1542 (Chapter 270, Statutes of 1997). These regulations are effective July 1, 1998.

Initial instructions to implement the welfare-to-work provisions of AB 1542 were provided to the County Welfare Departments (CWDs) in All County Letter (ACL 97-72). The enclosed regulations replace the ACL 97-72 guidelines, repeal obsolete Greater Avenues for Independence (GAIN) program regulations, and make other conforming changes. Also included in this package are changes to regulations for Refugee Cash Assistance (RCA) participants (Sections 42-800 to 42-812) and the Supplemental Refugee Services (SRS) component (Sections 42-1000 to 42-1012).

Most regulations follow guidelines transmitted in ACL 97-72. However, because regulations were developed subsequent to the transmittal of these guidelines, areas that needed clarification resulted in regulations that were not included in ACL 97-72 guidelines. Below is a partial summary of those regulations (please refer to the section number for the complete text):

Definitions:

- Section 42-701.2 provides definitions of terms used in the WTW Program. It includes, among others, definitions of community service, doctor, employment, and work experience.

Implementation:

- Section 42-702 clarifies what constitutes enrollment in the Welfare-to-Work Program.

Time-Limits:

- Section 42-710.21 specifies that the 18- or 24-month time limit starts on the date the recipient signs, or refuses to sign, without good cause, the WTW plan.
- Section 42-710.61 clarifies that months in which an individual is exempted from welfare-to-work participation do not count toward the 18-or 24-month time limit.
- Section 42-710.63 clarifies that the 18- or 24-month time limits do not apply to sanctioned individuals.

Welfare-to-Work Participation Requirements:

- Section 42-711.552 clarifies that employed recipients must go through assessment and have a WTW plan, even though they may be working for the minimum hours required.
- Section 42-711.553(a) allows the CWD to require an underemployed individual to participate in activities other than employment when the individual's current employment is not likely to lead to self-sufficiency. These other activities can be for the required minimum hours of participation in the county. However, Section 42-711.553(b) limits participation in work experience and community service activities to the minimum required hours less the number of hours of employment in which the individual participates.
- Section 42-711.9 describes community service after time limits. Section 42-711.92 specifies that community service activities and supportive services for recipients who reach the 18- or 24-month time limits must be reflected in a WTW plan amendment.

Exemptions:

- Sections 42-712.2 and 42-712.21, respectively, require recipients to provide the necessary documentation to substantiate the claim for a WTW exemption and the CWDs to advise recipients about the range of documents that is acceptable to verify the claim.
- Section 42-712.51 clarifies that the 18- or 24-month time limit does not apply to an individual who is exempt, but who volunteers to participate. Section 42-712.52 clarifies that the 18- or 24-month time limit does apply to an individual whose participation is not required for reasons other than being exempted, but who volunteers to participate (i.e. the second parent in a two-parent family).
- Section 42-712.7 describes the impact of exemptions on the 60-month time limit.

Good Cause for Not Participating:

- Section 42-713.3 clarifies the application of the 18- or 24-month time limits and the 60-month time limit to individuals who are excused from welfare-to-work participation for good cause.

Welfare-to-Work Activities:

- Section 42-716.111(d) specifies the requirements for CWDs and participants regarding assignments to work experience training activities.
- Section 42-716.4 specifies the requirements for CWDs and participants regarding assignments to community service training activities.

School Attendance:

- Sections 42-719.11, 42-719.111(a), 42-719.111(b), and 42-719.111(c) describe the requirements for a 16- or 17-year old teen who loses the school attendance exemption, which include:
 - The WTW plan is for completion of high school or its equivalent,
 - Participation in other welfare-to-work activities is on a voluntary basis, and
 - The 18- or 24-month time limit and the minimum hours of participation do not apply to the teen because he or she is not the head of the household.
- Section 42-719.3 clarifies that a teen who participates in welfare-to-work activities can only be penalized for failure to comply with mandatory activities; i.e., compulsory high school or its equivalent.

Supportive Services

- Section 42-750.11 describes the changes in reimbursing recipients for using their private vehicles in certain circumstances.

ATTACHMENTS

Attachment I lists the names and telephone numbers of the appropriate contact persons for specific areas of the regulations.

Attachment II includes regulations for the WTW Program, including Supportive Services, CalWORKs County Plan Requirements, Refugee Cash Assistance (RCA), and the Supplemental Refugee Services (SRS) Component.

TRANSLATIONS

For camera-ready copies of English messages and English and Spanish forms, call the Forms Management Unit at (916) 657-1907 or CALNET 437-1907.

For all translated messages and for the Russian and Asian (Cambodian, Chinese, and Vietnamese) versions of forms, call Language Services at (916) 654-1282 or CALNET 464-1282. If you need more than one message/form, fax them your request at (916) 657-3429. Please be aware that Language Services will send your Forms Coordinator all the translations as soon as they become available if your county is on their mailing list. To be added to their mailing list, contact them at one of the above numbers. Please let them know which language you need, for what program, and the name of your Forms Coordinator.

If you have any questions regarding this letter or need additional information, please contact the staff listed in Attachment I.

Sincerely

***Original Document Signed By
Bruce Wagstaff on 7/1/98***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

c: CWD

Employment Programs Bureau

Subject Area	Contact Person	Phone Number
Enrollment Requirements	Dory Lyon	(916) 654-3825
18- and 24-Month Time Limits	Walter Johnson	(916) 657-5039
WTW Participation Requirements Program Information Hours of Participation Assignment to WTW Activities Appraisal Job Search Self Initiated Programs Assessment Welfare-to-Work Plan Reappraisal Satisfactory Participation Community Service After Time Limits	Ray Christensen Pat Loader	(916) 654-1426 (916) 654-1770
Exemptions from WTW Participation Good Cause for Not Participating	Julieta Leon	(916) 654-1785
Federal Work Participation Requirements	Leo Zofrea	(916) 654-1394
Welfare to Work Activities	Barry Smith	(916) 654-2137
Other Providers of Activities and Services	Virgie Jackson	(916) 654-1423
School Attendance	Milt Yee	(916) 654-2137
Non-Displacement	Randy Shiroy	(916) 654-1527
Noncompliance with Program Requirements Forms and NOAs	Eric Norris	(916) 654-0946

Work Support Services Program

Subject Area	Contact Person	Phone Number
Mental Health Assessment Substance Abuse Assessment	Stan Cagle	(916) 654-6480
Domestic Violence	Barbara Triplett	(916) 653-5216
Job Retention Services Supportive Services (Other than Child Care) Overpayments and Underpayments for Transportation and Ancillary Support Services	David Nelson	(916) 654-6091

Demonstration Projects & Administrative Support

County Plans for CalWORKs	Linda Ameli	(916) 654-1414
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Refugee Programs Branch

WTW Requirements for Refugee Cash Assistance Supplemental Refugee Services Component	Janet Sandlin	(916) 654-1246
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